

DARTMOUTH

Health Professions Program

Med/Vet/Dental Application Newsletter

Composite Process Reminders

2025-2026 Cycle

April 2025

Hello all!

It’s starting soon! In the next few weeks, the application services for medical and dental school will open. Note that these services will open on the following dates:

- **AMCAS:** Wednesday, May 1st
- **AACOMAS:** Sunday, May 4th
- **TMSAS:** Wednesday, May 1st
- **AADSAS:** Tuesday, May 13th

We highly recommend that you attend our upcoming Filling Out the Application as a Dartmouth Applicant Info Session on **Wednesday, April 30th at 4:30 PM EST**. This info session will provide crucial information about how to fill out your coursework, as well as review the entire application, including the writing section, “disadvantaged” section, and the institutional action section. We’ll also clarify information about your transcript, application, and letter timeline – and dispel misinformation. [Make sure to RSVP to attend and receive the Zoom link!](#)

Additionally, to help you stay on track, in this newsletter, we wanted to give you some brief reminders about your next steps toward obtaining your completed Composite Letter of Evaluation. **If you haven’t already – or if you haven’t in a while – make sure to review our [Composite Letter Process Handbook](#) for more comprehensive information about the various components, tasks, and timelines.**

As always, we are here to help you! If you have any questions or concerns, please do not hesitate to sign up for a meeting with [Sarah Berger](#) or [Nicole Roeper](#) through Calendly, or by reaching out to Rae Stokes at HPP@dartmouth.edu.

Best wishes,
Sarah, Nicole, and Rae

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Your Next Steps When ALL Your Support Letters Are In:

1. Upload Your Documents to PrivateFolio

Be sure to upload your autobiographical sketch, resume, and transcript (and citation report if you have one) to PrivateFolio. These documents will be sent by HPP to your composite writer along with your support letters and instructions. **Even if all your support letters are submitted (or you sent these documents directly to your composite writer), HPP WILL NOT send your materials to your composite writer if any one of these documents is missing from your PrivateFolio account.**

2. Submit the Release to Composite Writer Form

When **ALL** your support letters are uploaded to PrivateFolio **AND** you have uploaded your autobiographical sketch, resume, and transcript(s), you need to submit the [Release to Composite Writer Form](#). This will prompt HPP to send your materials to your composite writer.

If You Just Decided to Apply, Your Next Steps Are:

1. Create a PrivateFolio Account

If you have not already, it is imperative that you create a PrivateFolio account **NOW!** PrivateFolio is where your support writers will upload their letters and where HPP will upload your composite letter packet for you to send to AMCAS. **Make sure to use the [Dartmouth-specific instructions](#) on how to create an account to receive Dartmouth discounted rates.**

2. Send Your Support Writers a PrivateFolio Letter Request

This will prompt PrivateFolio to send an upload link that will allow your support writers to submit their letters directly to your account. DO NOT send your composite writer a request. [See instructions on our website on how to submit a letter request.](#)

If your writers have any issues finding the PrivateFolio Letter Request, let them know to check their spam/junk folders first – it's not unusual for the letter request to end up there. If they are still unable to find the letter request, have them reach out directly to PrivateFolio for assistance. Oftentimes, PrivateFolio can upload the letter on the writer's behalf. PrivateFolio can be reached at (855) 976-1245 or help@privatefolio.com.

3. Upload Your Documents to PrivateFolio

Be sure to upload your autobiographical sketch, resume, and transcript (and citation report if you have one) to PrivateFolio. These documents will be sent by HPP to your composite writer along with your support letters and instructions. **Even if all your support letters are submitted (or you sent these documents directly to your composite writer), HPP WILL NOT send your materials to your composite writer if any one of these documents is missing from your PrivateFolio account.**

4. Communicate with Your Writers

This is a good time to follow up with your support writers and send them gentle reminders about your agreed-upon deadlines. If you have not already, make sure to send them your autobiographical sketch and resume to help them with the writing process, and let them know that you sent them a PrivateFolio Letter Request for them to upload their letters.

5. Monitor Your PrivateFolio Account

Remember to regularly check your PrivateFolio account and keep track of your support letters as they are submitted.

6. Submit the Release to Composite Writer Form

When **ALL** your support letters are uploaded to PrivateFolio **AND** you have uploaded your autobiographical sketch, resume, and transcript(s), you need to submit the [Release to Composite Writer Form](#). This will prompt HPP to send your materials to your composite writer.

7. Submit the Verification Notification Form

Once your primary application has been verified by AMCAS, AACOMAS, TMDSAS, or AADSAS, submit the [Verification Notification Form](#) to let us know. Please note that while we'll take this information into account to help determine the order we review composite letters, it is NOT our only criteria. Other criteria we consider are the date composites are submitted, any time restraints composite writers might have, and the number of other applicants who have submitted the verification form with a similar timeline.

